Dear Members / Membership applicants,

ACLCA QLD company and affiliate members are required to have in place an Ethical Standards Policy which is adopted by the company and is consistent with the ACLCA QLD Code of Practice (COP). The policy statement should be made available to all company staff and provided to clients upon their request.

ACLCA QLD members and membership applicants are required to provide evidence of its adopted Ethical Standards Policy to the ACLCA Membership and Ethics Subcommittee.

ACLCA QLD Membership and Ethics Sub-committee offers the following example of

an Ethical Standards Policy as a guide to membership applicants.

Please contact Jennifer Ingham, Executive Officer for further queries qld@aclca.com.au



**<PROVIDED AS A GUIDE to the contents of an APPROPRIATE POLICY which would be provided on letterhead of ACLCA member company>**

<insert Company Letterhead>

<insert date>

ACLCA Queensland PO Box 3166

TARRAGINDI QLD 4121

Att: Jennifer Ingham, Executive Officer Dear Jennifer,

# RE: Compliance with ACLCA Qld. membership criteria Ethical Standards Policy and ACLCA Code of Practice

Please accept this letter as confirmation that <**insert member company name**> agree to adopt the Code of Practice (COP) proposed by ACLCA Qld as a condition of membership of the association. Enclosed please find a copy of the COP duly signed.

In addition, **<insert member company name**> confirms that it is committed to upholding standards of ethical practice, including adherence to the following provisions.

# <insert member company name> shall:

* contract to carry out services only for which it has appropriate levels of competency and experience;
* not include in a report a statement that it knows to be untrue;
* not knowingly omit from any finalised report any information that would materially alter the conclusions that could be drawn from the report;
* not endorse information supplied by its client or any other individual or organisation without taking reasonable steps to determine the validity of the information, or where this is not possible, note that such independent verification has not been possible;
* inform the client in writing should an issue resulting in material or serious environmental harm be identified that has not already been reported to the client;
* maintain loyalty to the community, to its employees and Clients; and
* act with honesty and impartiality in professional practice, in a manner consistent with its commitment to the protection and improvement of the environment.

Yours sincerely,

<insert name and position)